



CALIFORNIA HORSE RACING BOARD

EXAMINATION BULLETIN FOR SUPERVISING SPECIAL INVESTIGATOR I DEPARTMENTAL PROMOTIONAL

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STATE OF CALIFORNIA IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (mental and physical), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE RELIGIOUS CREED, SEX (includes pregnancy, childbirth, breastfeeding and related medical conditions), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MONTHLY SALARY	\$5,613.00 - \$7,325.00
FINAL FILE DATE	July 30, 2015
FILING/REQUIREMENT INFORMATION	<p>ALL APPLICANTS MUST meet the education and/or experience requirements for this examination at the time the application is filed.</p> <p>This is a promotional examination for the California Horse Racing Board (CHRB), therefore career credits or Veterans preference points will not apply. Eligibility may not be transferable to other State Agencies.</p> <p>In order to take this examination:</p> <ol style="list-style-type: none">1. Applicant must have a permanent civil service appointment without a break in service, with the CHRB, by the final filing date; or2. Applicant must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or3. Applicant must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or4. Applicant must be a person retired from the United States Military, honorable discharged from active duty with a service-connected disability; or honorably discharged from active duty as defined in Government Code Section
Reasonable Accommodation	If you have a disability and need special testing arrangements, mark the 'yes' box to question number 2 on the first page of the Std. Form 678. You will be contacted to make specific arrangements.
HOW TO APPLY	<p>EXAMINATION/EMPLOYMENT APPLICATIONS (Std. Form 678) and the CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE (CRSQ) MUST BE COMPLETED FULLY, SIGNED, AND DATED. Online applications will not be accepted. Std. Form 678 and the CRSQ may be filed in person or by mail to:</p> <p>WENDY MATSUDA CALIFORNIA HORSE RACING BOARD 1010 HURLEY WAY, SUITE 300 SACRAMENTO, CA 95825</p> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.</p>
CRSQ Information	<p>In completing the CRSQ question 2, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" IF:</p> <ol style="list-style-type: none">(1) The record of such an incident has been sealed in accordance with the Penal Code Section 851.7, 851.8, 1000.5, 1203.45; or(2) The record of such an incident has been expunged or is expungable pursuant to Health and Safety code Section 11361.5, which pertains to various marijuana offenses; or(3) The conviction was under Health and Safety Section 11557 or its successor 11366 when that conviction was stipulated or designated to be a lesser-included offense of the offense of possession of marijuana. <p>However, you must list the conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code 1179 or 1772) or a pardon (per 4852.16 of the Penal Code).</p>
THE POSITION	<p>Incumbents in this class perform peace officer duties and responsibilities in the accomplishment of their assignments in accordance with the California Penal Code, Section 830 et. seq., and Government Code, Sections 20391 and 20393. Under the general direction of the California Horse Racing Board (CHRB), Chief of Licensing and Enforcement, the Supervising Special Investigator I, as a peace officer under the California Penal Code, Section 830.3(d), plans, organizes, directs and evaluates a staff of investigators in (1) field investigations to detect or verify suspected violations of California Horse Racing laws, CHRB rules and regulations, and other related laws; reviews the Investigators' reports in preparation of cases for administrative hearings and criminal or civil prosecution and (2) assists with the occupational license process of persons and entities participating in California horse racing.</p> <p>The positions are located in Arcadia, Los Alamitos, Albany, and Sacramento and are all required to travel to the various race tracks/fair meets. The CHRB is a POST certified agency and will require POST certification by all Investigative staff prior to appointment. Those with bilingual skills are encouraged to apply. A vacancy currently exists in Albany.</p>
EXAMINATION PLAN	The examination will consist of a QUALIFICATION APPRAISAL INTERVIEW ONLY, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified. It is anticipated that the examination interviews will be held in the month of August.
ELIGIBLE LIST INFORMATION	A departmental list will be established and will expire after 24 months from the date the list is established unless the needs of the service and conditions of the list warrant a change in this period.
PEACE OFFICER STANDARDS	<p>THE FOLLOWING PEACE OFFICER STANDARDS WILL APPLY:</p> <p>Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.</p> <p>Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.</p> <p>Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.</p> <p>Firearms Requirement: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to these classes.</p> <p>Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.</p> <p>Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.</p>

PEACE OFFICER STANDARDS CONTINUED	<p>Psychological Requirement: Pursuant to POST Regulations 1002(a) (7) requires psychological screening of applicants for peace officer classifications.</p> <p>Training Requirements: Under provisions of Penal Code Section 832, successful completion of training is required for peace officer status in this classification.</p>
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I”, “Or II”, “Or III”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% or the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
	<p style="text-align: center;"><u>Either I</u></p> <p>One year of experience performing the duties of a Senior Special Investigator (Investigator, Range C) or a Senior Special Investigator (Non-Peace Officer) [Special Investigator, Range C] in the California State service.</p>
	<p style="text-align: center;"><u>Or II</u></p> <p>Two years of experience performing the duties of an Investigator I, Range B, or a Special Investigator I (Non-Peace Officer), Range B, in the California State service.</p>
	<p style="text-align: center;"><u>Or III</u></p> <p>Experience: Three years of experience in investigation work, at least two years of which involved complete responsibility for difficult and unusual cases. And</p> <p>Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
	<p>Special Personal Characteristics</p> <p>Willingness to work odd and irregular hours in various locations throughout the State; emotional stability; tact; keenness of observation; good memory for names, faces, and incidents; and good interpersonal skills. Those with Spanish bilingual skills are encouraged to apply.</p>
SCOPE OF THE EXAMINATION	<ul style="list-style-type: none"> A. Knowledge of: <ul style="list-style-type: none"> 1. Investigation techniques and procedures. 2. Directing others in the performance of investigatory work. 3. Rules of investigatory work. 4. Rules of evidence and court procedures. 5. Principles of identification, preservation, and presentation of evidence. 6. Sources of information used in locating persons. 7. Laws of arrest, search and seizure, service of legal process, and the legal rights of citizens. 8. Interviewing techniques. 9. Duties of Federal, State, and local law enforcement agencies. 10. Interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered. 11. Principles and techniques of personnel management and supervision. 12. Supervising a staff of investigators. 13. Manager’s/supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment. B. Skill in: <ul style="list-style-type: none"> 1. Planning, organizing, and directing investigations. C. Ability to: <ul style="list-style-type: none"> 1. Direct others in the performance of investigatory work. 2. Interpret and apply to specific cases provisions of the laws, rules, or regulations enforced or administered. 3. Supervise a staff of investigators. 4. Gather, analyze, and prepare effective evidence. 5. Dictate/prepare correspondences and reports. 6. Communicate effectively. 7. Establish and maintain cooperative relations with Federal, State, and local law enforcement agencies. 8. Analyze situations accurately. 9. Think and act quickly in emergencies and adapt an effective course of action. 10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
<u>GENERAL INFORMATION</u>	
<p>It is the Candidate’s responsibility to contact the California Horse Racing Board at (916) 263-6049 three days prior to the written test date if he/she has not received his/her notice.</p>	
<p>For an examination without a written feature, it is the candidate’s responsibility to contact the California Horse Racing Board at (916) 263-6049 three weeks after the final filing date if he/she has not received a progress notice.</p>	
<p>If a candidate’s notice of oral interview, or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request to the California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825, attention Wendy Matsuda.</p>	
<p>Applications are available at the California Department of Human Resources website at www.jobs.ca.gov/Profile/StateApplication; local Employment Development Department offices; and the California Horse Racing Board Offices.</p>	
<p>If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.</p>	
<p>The State Personnel Board and/or the California Horse Racing Board reserve the right to revise the examination plan to meet the need of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.</p>	
<p>ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multidepartmental promotional; (4) servicewide promotional; (5) departmental open; (6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.</p>	
<p>PROMOTIONAL EXAMINATIONS ONLY: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board offices.</p>	
<p>GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.</p>	
<p>HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the twelfth grade may be demonstrated in any one of the following ways: (1) passing the General Educational Development (GED) test; (2) completing 12 semester units of college-level work; (3) receiving certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or (4) for clerical and accounting classes, substitution of business classes, substitution of business college work in place of high school on a year-for-year basis.</p>	
<p>VETERANS’ PREFERENCE: Directions to apply veterans’ preference can be found on the State’s Job website at https://jobs.ca.gov/Job/VeteransInformation. Veterans’ Preference points are granted in open and open/non-promotional examinations. Those with Veterans’ Preference may compete in promotional examination but will not be provided Veterans’ Preference points.</p>	
<p>CAREER CREDITS: Career Credits can be earned by permanent State civil service employees who have passed probation for open, non promotional examinations. Career Credits are not earned in promotional examinations.</p>	
<p>DD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. 1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE)</p>	
<p>California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825; (916) 263-6049</p>	
<p>SUPERVISING SPECIAL INVESTIGATOR I 5RB05 - 8548</p>	<p>RELEASE DATE: July 15, 2015 FINAL FILE DATE: July 30, 2015</p>